

Minutes
Regular Workshop Meeting
Glen Ellyn Village Board of Trustees
Monday, July 18, 2016

Call to Order

President Demos called the meeting to order at 7:02 p.m.

Roll Call

Upon roll call by Recording Secretary Solomon, President Demos and Trustees Clark, Ladesic, O'Shea and Senak answered "Present." Trustee Elliott entered the meeting at 7:04 p.m. Trustee Kenwood entered the meeting at 7:28 p.m.

In Attendance: Recording Secretary Solomon, Village Manager Franz, Assistant Village Manager Stonitsch, Village Attorney Mathews, Finance Director Coyle, Public Works Director Hansen, Police Chief Norton and Senior Civil Engineer Daubert.

Pledge of Allegiance

President Demos asked Lisa Demos to lead the Pledge of Allegiance.

Audience Participation

1. President Demos read a statement honoring the Baton Rouge police officers that were killed and showing support for the Village's Police Department and then led a moment of silence in honor of the fallen Baton Rouge officers and other officers who have fallen around the country.
2. President Demos welcomed Joan Taris, trustee from Glen Ellyn's sister city Le Bouscat, who was chosen as one of four elected French persons to be invited to the United States in an international visitor leader program lasting three weeks. President Demos stated Mr. Taris is visiting Chicago as well as other cities. Mr. Taris delivered a statement through an interpreter Amandine Martin.
3. Mark Halla, who resides at 261 Sunset Avenue, stated he would like to discuss the Village's tree removal process as a large silver maple tree was removed from the parkway in front of his home recently. Mr. Halla stated this tree had some dead branches and is in distress since construction on Sunset Avenue a few years ago. Mr. Halla stated Max Brown called him and Mr. Brown and one of Mr. Halla's neighbors decided the tree should be removed as there were dead limbs hanging over the driveway. Mr. Halla stated he talked to Max and Jennifer Brown, and they were going to do a test to see if the trunk had density. Mr. Halla stated Public Works Director Hansen came to look at the tree, and Mr. Halla stress he did not want the tree removed, but would like the dead branches trimmed and pruned. Mr. Halla stated he was not able to sway anyone to not cut down the tree so it was removed and his phone line was cut as well. He showed pictures of the tree's trunk and stated you cannot see any real rot in the trunk. Mr. Halla stated he does not like the Village's process on tree removal as he understands the tree was on the parkway, but he had no say-so in the matter.

Manager Franz stated this issue was brought to his attention today and would have more conversations about this. Manager Franz stated the Village does not make decisions about cutting down trees lightly as the parkway trees are assets and try to maintain and preserve these trees as best they can. He stated the Village has arborists who makes these decisions to the best of their ability. Manager Franz stated he would like to talk to Mr. Halla about this further as Manager Franz would like more information on this.

Mr. Halla stated removing trees seems to be the first thought and then pruning trees is an after-thought.

Trustee Elliott stated other residents have mentioned this possible issue to him, and Trustee Elliott would like to be kept in the loop.

President Demos stated he respects the tree-removal process and will look into this issue personally and then have the Village Board review the process. President Demos thanked Mr. Halla for bringing this to the Board as it is a good first step.

**Agenda Item E. – Proposed Update to Village Purchasing Policy (Finance Director Coyle)
(Discussion Only)**

Finance Director Coyle presented information on the proposed update to the Village's Purchasing Policy and stated the Village Board started this process a year ago as they met to review the first draft of the new policy. She stated the Board had wanted some revisions so some updates were done and some were not.

Trustee Senak asked what e-procurement is and if it is desirable to go with e-procurement to which Finance Director Coyle stated this is a more automated procurement process where they can track and manage the process electronically. Finance Director Coyle stated this would help as it would be much less paper-centric and would help with cost and efficiency. Manager Franz stated they are hoping to go with an automated accounts payable process in the next year. Trustee O'Shea stated there will be a cost for an automated accounts payable system, but it would be much better for efficiency and transparency.

Trustee Elliott asked about Local Preference and if it was practical due to not all products and services being available in Glen Ellyn's limits. Finance Director Coyle stated they would like to make every effort to possibly find a vendor in Glen Ellyn that they could get a quote from. Trustee Ladesic asked if they expand Local Preference and tweak the language to add "surrounding communities" as well. Finance Director Coyle stated the staff may not know all the vendors in the surrounding communities so this is why they wanted to use the limited language. Manager Franz stated if they expand beyond the Village's boundaries, this could become a black hole of sorts. There was a discussion about what Local Preference should include.

President Demos stated this a great start to this process, and this process must be fluid. Trustee Elliott suggested putting together an email master list of the heads of business and Chambers of Commerce in the surrounding communities so these bid requests could be sent out. President Demos stated he is fine with how they want to define Local Preference now, but it would be good to send to the Chamber as well. Trustee Kenwood stated he likes the idea of Local Preference, and they can start in Glen Ellyn first and see how this goes.

Trustee Ladesic stated as he was reviewing vouchers recently, he noticed there are many different vendors and such that the Village uses and asked why the Village might be doing business with so many different vendors and if these vendors are routinely evaluated. Finance Director Coyle stated different vendors are used due to cost, and the staff could review the voucher report and evaluate the vendors.

President Demos stated they can move forward in this process and asked Trustee Ladesic to forward specific language tweaks to Finance Director Coyle.

Agenda Item F. – Proposed Update to Village Personnel Manual (Assistant Village Manager Stonitsch) (Discussion Only)

Assistant Village Manager Al Stonitsch presented information regarding the proposed Village Personnel Manual update which was prepared by himself, Attorney Mathews and interim HR Consultant Rod Molek, who is a retired Assistant Superintendent with School District 87. Assistant Village Manager Stonitsch stated it is a good practice to evaluate and update personnel manuals from time to time, and the last update was done in January 2013.

Trustee Elliott asked if they could review the red-lined version of the updated manual, and the Trustees agreed. Trustee Elliott asked if Department Heads were being called Department Managers or Department Directors as both are used in the manual to which Assistant Village Manager Stonitsch stated the Village will be going the Department Director route, and they will update the manual to replace Manager with Director. Trustee Senak asked that a definition of a Department Director be added then as well.

There was a lengthy discussion with questions about the updated manual from the Trustees as well as possible language tweaks and word additions. This discussion touched on items from Sections 1 through 8, and discussion was had regarding the Village-issued cell-phone policy, Take-Home Vehicle policy, drug-testing if there is an accident in a Village vehicle among other pieces. President Demos stated they will reschedule the remainder of the discussion to the next workshop. Assistant Manager Stonitsch stated he will send the Board an updated red-line version of the manual for the next workshop.

Village Manager Franz exited the meeting at 8:35 p.m.

G. Proposed Salt Storage Facility Project (Public Works Director Hansen) (Discussion Only)

Public Works Director Hansen presented information on this topic and stated the Village needs to increase their salt-storage capacity to avoid reoccurring salt shortages. Public Works Director Hansen stated in 2007-2008 and then again in 2013-2014, the Village has seen salt shortages where the price of salt has risen dramatically during the season. He stated they can store 800 tons currently, and this salt is not stored well as it is exposed to the elements. He stated they would like to build a bigger salt-storage dome that could store up to 2,000 tons which should cover an entire season. Trustee Ladesic requested to see the numbers from the years there were salt shortages which Public Works Director Hansen will send to the Board.

Senior Civil Engineer Daubert showed a map overview of Lambert Lake by the Village's public works Facility and stated they have chosen two proposed viable locations for this salt-storage facility. Senior Civil Engineer Daubert stated the first proposed location is in the northwest corner of the public facility next to Taft Avenue within the existing chain-link perimeter fence, and the second proposed location is south of Lambert Lake between Lambert Lake and the gravel parking lot at the end of Wilson. He stated there are pros and cons with each location.

Senior Civil Engineer Daubert stated if they chose the northwest corner of the public works facility, they would lose about 11 parking spaces, and the location would require the floor of the this structure to be elevated slightly over three feet above the existing grade of the parking lot due to being in a flood plain. He stated this location would also require the construction of a compensatory storage for storm water.

Senior Civil Engineer Daubert stated if they chose the location south of the lake, they would need to construct a road that extends Wilson directly to the salt-storage structure, and this new road would also be connected to the existing parking lot serving a dual purpose. He stated this location would also require various trees to be removed and locates this structure in the center of the Lambert Lake park area.

Trustee O'Shea asked if both locations are on Village-owned property to which Senior Civil Engineer Daubert stated they are. Trustee O'Shea asked about a possibility of putting the structure north of Lambert Lake to which Public Works Director Hansen stated this area would be very tight, and there would not be enough room for the salt trucks to get in and out. President Demos stated the Trustees should visit both areas, and Public Works Director Hansen stated he can give a tour of these areas.

There was a discussion regarding the two proposed locations and another possible area. President Demos stated the location south of the lake would be the most hidden.

President Demos turned the meeting over to President pro tem O'Shea, and President Demos exited the meeting at 9:11 p.m.

Senior Civil Engineer Daubert showed a cost analysis overview for both proposed locations and stated the costs for the two locations are very close. He stated the construction cost for a structure on the south side of Lambert Lake would be approximately \$556,873, and the cost to build a structure on the northwest corner of the public works facility would be approximately \$529,320. Trustee O'Shea stated it would be good for the Board to see the numbers for the increased costs for salt over the past ten years.

Trustee Kenwood asked about the parking lot that is northwest of Lambert Lake to which Public Works Director Hansen stated that is Packey-Webb's parking lot. There was a discussion about checking on this parking lot. A resident stated the Packey-Webb property is under development, and this parking lot should be a luxury automobile self-storage unit. A resident stated this parking lot is also in Wheaton's city limits.

I. Other Items

None

J. Adjournment

At 9:27 p.m., a motion was made by Trustee Elliott and seconded by Trustee Clark to adjourn. Motion carried.

Respectfully submitted,

Debbie Solomon
Recording Secretary